

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE
EASTERN DISTRICT OF ARKANSAS

**MENTAL HEALTH
TREATMENT SPECIALIST**

JOB VACANCY NO.: 2017-07

Salary Schedule Table: RUS
CL-29: \$68,640 TO \$111,581

Position Overview:

The Mental Health Treatment Specialist is responsible for supervising a caseload of high-risk offenders, including those with identified mental health problems. The Mental Health Treatment Specialist oversees the district's Mental Health Treatment Program. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officers and other staff. The Mental Health Treatment Specialist also serves as a Level 2 Contracting Officer to solicit for and award treatment services contracts. Frequent district travel, statewide, and some out-of-state travel is required. Irregular working hours, including weekend work, may be required to support the Court and to assist defendants/offenders. The representative duties are more fully described in the Mental Health Treatment Specialist position description.

Opening Date: Monday, July 3, 2017

Closing Date: Monday, July 17, 2017

Position Location: Little Rock, Arkansas

Education and Professional Work Experience:

A minimum of a baccalaureate degree is required in one of the following academic disciplines: business administration; public administration; judicial administration; counseling; psychology; social work; sociology; criminology; or criminal justice administration. A minimum of three (3) years of specialized experience, including at least one year as a classification level of (CL) 28, as a federal probation or pretrial services officer in the United States Courts is required.

CL-28 Experience Requirement: Two (2) years specialized experience is required, including at least one year as a CL-27 Probation/Pretrial Services Officer in the United States Courts (federal judiciary).

CL-29 Experience Requirement: Three (3) years specialized experience is required, including at least one year as a CL-28 Probation/Pretrial Services Officer in the United States Courts (federal judiciary).

Specialized experience is progressively responsible experience in the investigations, supervision, counseling, and guidance of offenders in community correction, probation, or pretrial services programs. A working knowledge of federal pretrial, pre-sentence, and adult defendant and offender supervision policies and procedures is required, which includes the federal monographs for each specialized unit.

Leadership skills, good analytical skills, good judgement, and a high degree or level of integrity is critical to be successful in the job. Strong verbal and writing skills are required. Competent computer skills in a Windows environment is necessary.

Application Procedures:

A copy of the job vacancy announcement and the complete position description is located on the [Probation & Pretrial Services Office website](#). Qualified applicants should submit the following documents in order to be considered for the position:

- Letter of Interest, no more than three (3) pages, single-spaced, outlining relevant knowledge, skills and experience which will assist in the performance of the duties of the Mental Health Treatment Specialist. **Please provide the date of your most recent background investigation in your cover letter.**
- Detailed Resume
- Two (2) most recent Performance Evaluations
- Three (3) Professional References

It is preferred applicants submit the required documentation in a single PDF file to arepdb_humanresources@arep.uscourts.gov. Applications may also be mailed to the following:

United States Probation & Pretrial Services Office, ED/AR
Attn: Margaret Hoskyn, Administrative Assistant
600 W. Capitol Ave., Suite A-226
Little Rock, Arkansas 72201

Application documents must be received no later than 5:00 PM, July 17, 2017. Facsimiles will not be accepted.

The Eastern District of Arkansas U.S. Probation and Pretrial Services Office reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice.

The U.S. Probation Office is an Equal Opportunity Employer

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Occupational Group*	Professional Line	

Job Summary

By statute, the probation officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety, gathers information, supervises offenders, interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type, and serve as local experts on cases of this type. The Mental Health Treatment Specialist is responsible for supervising a caseload of high-risk offenders, including those with identified mental health problems. The Mental Health Treatment Specialist oversees the district's Mental Health Treatment Program. Probation and pretrial services officer specialists must carry at least a 50 percent caseload, spending at least 50 percent of their time working with defendants and/or offenders. Officer specialists may guide the work of probation/pretrial services officers and other staff. The Mental Health Treatment Specialist also serves as a Level 2 Contracting Officer to solicit for and award treatment services contracts.

Representative Duties

- Perform investigative and supervision responsibilities for offenders/defendants in both general cases and specialized cases which include offenders/defendants who are identified as high-risk, including those having mental health issues. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing offenders/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as a resource and expert to the court, line officers, and staff in drug, alcohol, mental health, and sex offender cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization.
- Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with drug, alcohol, mental health, and sex offense issues.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population, and with procedural matters related to aftercare.
- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning

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offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews.

- Supervise a select caseload of offenders with identified mental health problems and/or special conditions of mental health aftercare, including sex offenders. Serve as in-house authority for staff and the court regarding the investigation, evaluation, diagnosis, supervision, and treatment of offenders in the district Mental Health Treatment Program. Provide individual or group counseling and other services to offenders, as needed. Participate in periodic staffing of mental health cases to determine suitability for program.
- Manage the contract process for procuring mental health treatment and management of contract agencies and service providers. Work closely with the Chief Probation Officer and management in soliciting, negotiating, awarding, and monitoring contracts with agencies providing treatment services. Coordinate and host the Treatment Services Vendor Conference in contracting years. Work closely with other specialist and staff to provide treatment services contracting information to all vendors in the catchment areas.
- Work closely with contract agencies and service providers to insure compliance with the national contract. Extend technical assistance to contract agencies and service providers in areas such as program management, operative procedures, case management, and casework. Conduct regular monitoring visits of contract agencies and service providers as provided in the national policy.
- Make appointments for offenders and appropriate referrals to treatment sources for mental and emotionally ill offenders, including sex offenders. Identify, develop, and coordinate the use of auxiliary supportive services from local community agencies.
- Represent the Probation Office and the court at meetings and serve as liaison between contract agencies, service providers, U.S. Bureau of Prisons, U.S. Parole Commissions, U.S. Sentencing Commission, Community Sanction Centers, community service agencies, and Probation staff on mental health related matters.
- Assist in the development and facilitation of community resources to meet the special needs of offenders, along with probation sponsored programs. Assist in maintaining, updating, and tracking paper and electronic files. Assist with scanning, copying, filing, and locating files and documents.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials.
- Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Participate in the administrative planning of specialized caseloads. Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Serve as the Treatment Team Workgroup co-leader in order to achieve set goals and objectives.
- Perform other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Probation and Law Enforcement

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons,

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U.S. Attorney's Office, Federal Public Defender's Office, and other organizations relating to area of specialization.

- Knowledge of resources, policies, procedures, and protocols in managing cases involving high-risk and/or specialized cases. Ability to provide guidance to line officers, the court, and other agencies regarding area of specialization. Knowledge of *U.S. Sentencing Guidelines* and related appellate case law.
- Knowledge of investigative techniques and skill in investigating offenders' backgrounds, activities, finances, and determining legitimacy of their income. Knowledge of the *Bail Reform Act*. Knowledge of negotiation and motivation techniques.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of community and available community resources and services impacting mental health and related services. Skill in using specialized counseling and development practices and techniques at all levels in the supervision of offenders. Skill in evaluating and applying mental health protocols.
- Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in conducting legal research related to varied, complex, and difficult legal issues, regarding mental health and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders to maintain compliance to conditions of their release. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time frames. Ability to discern deception and act accordingly.
- Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed. Ability to apply sentencing guidelines and make appropriate recommendations.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Able to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders. Ability to interview and establish rapport with contacts at collateral agencies, offenders and their families/support systems, and others for the purpose of supervision, investigation, and providing mental health counseling, referrals, and treatment options.

Information Technology

- Skill in the use of automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Ability to learn and adapt to changing technologies related to supervising offenders/defendants. Skill in interpreting and analyzing data from a variety of investigative databases.

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Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to fulfill statutory requirements to conduct pretrial and pre-sentence investigations, supervisor offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Incumbents' work assists officers and the court by developing programs for defendants and offenders with specialized needs which help ensure appearance at future court hearings and/or proper sentencing. The specialized programs developed and managed by Mental Health Treatment Specialists aid judicial officers in making decisions concerning the offender's specific needs. Successful management of these special needs benefits the offender, family members, employers, and others in the offender's community.

Factor 3 – Complexity and Decision Making

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Incumbents gather and analyze information to determine or recommend the best course of action. Management of defendants with specialized needs is in itself complex and often controversial. Recommending a specialized approach or making program referrals, often over the protests of the defendant, is difficult. Staying abreast of developments in the specialized area adds to the complexity of the position. Incumbents require minimal supervision in most areas. Incumbents have discretion in developing, implementing, and evaluating programs as they relate to the area of specialization.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are with judicial officers, attorneys, law enforcement, and other court personnel in preparation for working with offenders on supervision. Additionally, regular contact is made with the Administrative Office's General Counsel, Federal Corrections Supervision Division, Federal Judicial Center, and the U.S. Sentencing Commission for the purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

Factor 4B – Interactions with External Contacts

The primary external contacts are offenders and their families, other government agencies, the U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders' backgrounds. Incumbents also have contact with staff of local hospitals and mental health facilities and other public and volunteer community agencies involved in working with persons in need of mental health counseling, including counseling for sex offenders. Frequent contacts with service providers ensure quality of service.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with people who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur). The duties of probation and pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing,

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physical dexterity and coordination necessary for officer safety, and use of self-defense tactics.
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*Occupational Group:

Operational Court Support Positions = **O**
Administrative Court Support Positions = **A**
Professional Administrative Positions = **PA**
Professional Line Positions = **PL**